



**Tennessee Department of Environment and Conservation  
Department Controller  
Division Director, Division of Administration; Fiscal Services  
Annual Salary Range: \$83,724 - \$150,708**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water; and
- Managing the system of 56 Tennessee State Parks and 82 Natural Areas

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal grants, and state general fund appropriations. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**Summary of Position**

The Department Controller serves as the chief financial officer and budget officer for the Department of Environmental and Conservation with responsibility for all areas of financial management, including accounts payable, payroll, accounts receivable, general ledger, reporting, budget preparation and budget status. The position is a key part of TDEC's Senior Management team and reports to the Assistant Commissioner for Administrative Services.

**Principal Duties and Responsibilities**

**Leadership:**

- Lead daily fiscal office functions and oversee a 50 member staff in the Nashville Central Office
- Provide change and improvement efforts using analytical skills which support tactical and strategic decision-making
- Drive accounting operations effectively and efficiently to meet business objectives by continuously collaborating with management to assess the financial effectiveness of departmental operations
- Demonstrate integrity, a proactive approach, excellent judgment coupled with a results-oriented and problem-solving mentality

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies

**Technical/Analytical:**

- Directly execute and/or closely supervise all accounting activities, from journal entries to general ledger account reconciliations
- Develop a transaction classification schema using existing account structure that efficiently and effectively maintains proper accountability and supports the business needs of the organization
- Prepare or supervise preparation of the department's annual budget request. Achieve budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions
- Interpret and apply federal and state legal requirements affecting accounting by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements and advising management on needed actions
- Implement, monitor and enhance appropriate systems of internal controls and accounting procedures; resolve accounting and disclosure issues
- Perform complex as well as routine accounting reviews and analyses in order to formulate courses of actions which support the business mission and maintain compliance with laws and regulations
- Perform and/or closely supervise grant accounting related functions, including budget monitoring and analysis; general ledger to grant file reconciliation; periodic grantor drawdown, reporting and closeout activities
- Orchestrate financial activity processing in a manner that ensures the execution and delivery of efficient, timely and insightful monthly and annual financial closings
- Perform enterprise-wide risk management assessments including associated on-going risk mitigation

**Knowledge, Skills and Abilities:**

- A comprehensive knowledge of accounting and financial reporting with emphasis on government and grants/projects accounting experience
- A commitment to the mission of the organization and dedication to fiscal operation results
- Superior management skills; ability to coach and mentor a team with diverse levels of expertise
- Demonstrated proven leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner
- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex financial and non-financial concepts and results to individuals at all levels and backgrounds
- Effective interpersonal skills dealing with people at various levels within the organization, as well as, external stakeholders
- High energy capacity and bias for action
- Adaptability and resilience

**Education / Experience:**

- Bachelors or Master's degree with major in Accounting,
- CPA license in Tennessee

- 10 or more years relevant accounting experience
- 5 years supervisory experience
- Government and grants/projects accounting experience preferred; experience with ERP systems preferred

All interested candidates should submit a resume and cover letter to Beth Smith, TDEC Director of Talent Management. The position will remain posted until it is filled. Questions can be addressed to Beth Smith at (615) 253-5907 or [Beth.B.Smith@tn.gov](mailto:Beth.B.Smith@tn.gov).

**Beth Smith, Director of Talent Management**

Tennessee Department of Environment and Conservation

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TDEC is an AA/EEO/ADA employer.